

COURSE OR INSTRUCTOR REVIEW PROCESS

Course Approval Application **CE/PL-100** with attachments, and/or
Instructor Application **CE/PL-200** with attachments (if any)
must be submitted to Prometric
<http://insurance.ky.gov> or
www.prometric.com

Filing Fee Submission Form **KYF-01**, with copies of the Course
Approval Application, and/or the Instructor Application, must be submitted
with filing fees to the:

KENTUCKY DEPARTMENT OF INSURANCE.

COURSES

Courses that Qualify for Credit:

Approval fee invoice will be generated by
Prometric. Invoice will request approval fees
in the amount of **\$5.00 per credit hour**, to be
paid to the **KENTUCKY DEPARTMENT
OF INSURANCE**

Courses that are Denied

Notice will be issued by Prometric to the
provider. No additional fees will be required.

INSTRUCTORS

Instructors that Qualify for Approval:

Prometric will issue formal instructor approval
to the Provider.

Instructors that are Denied

Notice will be issued by Prometric to the
provider. No additional fees will be required.

Note that “classroom” style courses cannot be
approved without a qualified instructor.

KENTUCKY DEPT. OF INSURANCE will activate the approved
course or instructor on our website, and send data to Prometric verifying
that all fees have been paid.

PROMETRIC will issue formal course approval to Provider.